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AUTHOR Schlenker, Richard M.
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ABSTRACT

This step-by-step guide to using AppleWorks V1.3 to format data disks for use with the Apple IIe computer covers (1) program loading; (2) selecting the add files menu; (3) selecting a different disk; (4) selecting disk 2; (5) returning to the main menu; (6) selecting other activities; (7) disk formatting; (8) volume naming; (9) entering the disk name; (10) using slot or drive 2; (11) formatting; (12) using screen directions; (13) exiting the format option; (14) escaping the other activities option; and (15) information storage. Fourteen sample screen displays are included to illustrate the steps. (MES)

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USING APPLEWORKS V1.3 TO FORMAT DATA DISKS FOR USE WITH THE APPLE IIe COMPUTER

SECOND EDITION

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By

LCDR Richard M. Schlenker USCGR
U.S. Coast Guard LORAN Station
Box CG
APO San Francisco, CA 98770-0053

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INTRODUCTION

"Formatting Data Disks For Use With The Apple IIe Computer" was developed for use as a "how to" training device. It can be used with Apple IIe computers which have a Duodisk or two disk drives. Its development was accomplished using an Apple Duodisk drive, 5 1/4" floppy disks, and the 1.3 Version of the AppleWorks program. The pictures one sees in the Figures are those that will be seen when V1.3 of the AppleWorks program is used for the formatting process. Generally, other versions of the AppleWorks program, as well as the smaller disk drives presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of development, users must have the following items available to them:

1. Apple IIe computer.

2. A Duodisk or two disk drives.

3. AppleWorks startup and AppleWorks program disks. These items may be located on opposite sides of the same computer disk.

4. One data disk.

Users must know how to turn on the computer if this document is to be as it was intended.

After using this document, Apple IIe computer operators should be able to format blank computer disks using V1.3 of the AppleWorks program. Additional guidance in this regard may be found in the AppleWorks program manual which accompanies the purchase of the program. Manuals are also available from many bookstores.

Mistakes found in this document are mine.

RMS

STEPS

DIRECTIONS

01. Program Loading.

a. Place the AppleWorks program (Version 1.3), startup disk in slot #1 of the Duodisk drive or drive #1 if two separate drives are used. If you are not sure which disk drive has been connected as drive #1, place the program in one of the two drives. The computer will normally search both drives for the program disk.

b. Turn on the computer and load the program into the computer. This step may require using two disks, one the startup disk and one the program disk or turning the startup disk over if the startup and program portions are on opposite sides of the same disk, or:

c. If the machine is already energized, insert the disk and press and hold down the OPEN-APPLE and the CONTROL keys and while they are held down:

d. Press and release the RESET key and then release the OPEN-APPLE and the CONTROL keys (remember, you still may need to insert the second disk or turn the disk over).

e. With this task completed, your screen should look like Figure 1 (the "Main Menu" is on the screen).

(1) In the upper left corner of the screen, you should find the numeral "2" following the second word "Disk." If this is the case, proceed to step 06, omitting steps 02 through 05.

(2) If the numeral is "1" in the upper left hand corner, you should proceed directly to step number 02.

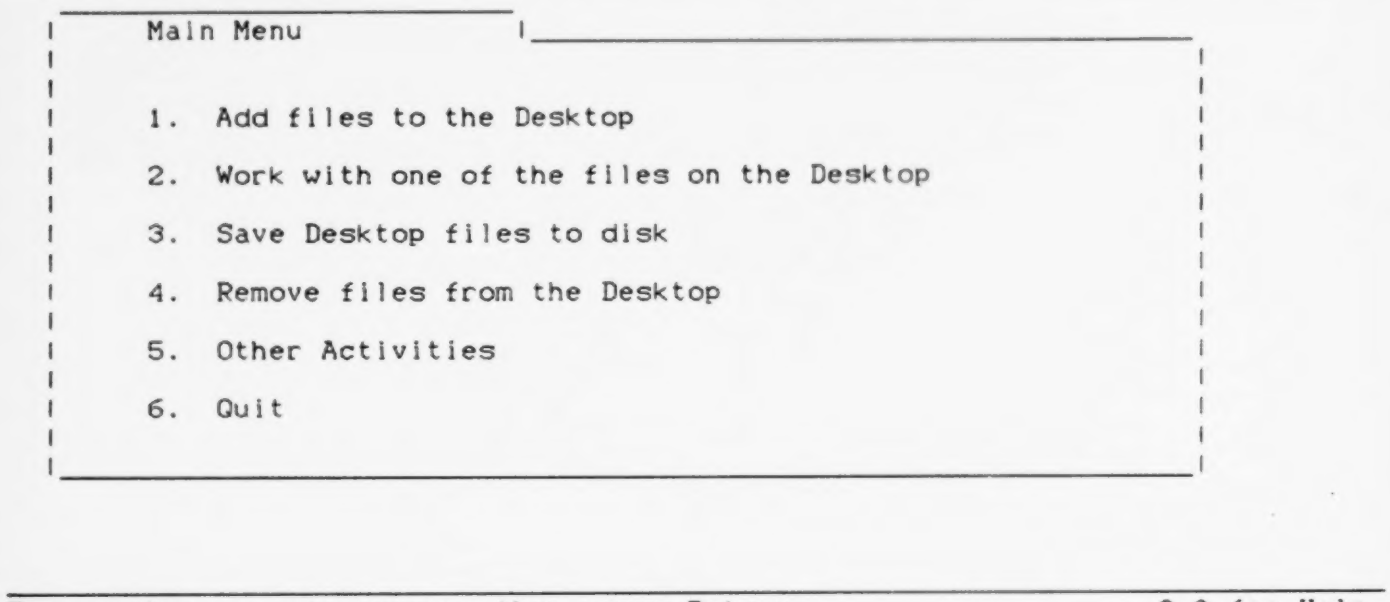
Disk: Disk 2
MAIN MENU
Escape: "WP00770.006"
Main Menu
1. Add files to the Desktop
2. Work with one of the files on the Desktop
3. Save Desktop files to disk
4. Remove files from the Desktop
5. Other Activities
6. Quit
Type number, or use arrows, then press Return
@-? for Help

Figure 1. The Computer Screen With Disk Drive Two Selected.

02. Disk #1 Selected. If the screen looks like the picture shown in Figure 2 (note the #1 in the upper left corner of the Figure), select option #1, "Add files to the Desktop," from the "Main Menu." This is accomplished as follows:

    a. Press the RETURN key once. Following this action, the screen should shift so that it appears like the picture shown in Figure 3.

03. Selecting A Different Disk. Select option #2, "A different disk" from the "Add Files" menu as follows:

    a. Press the DOWN-ARROW key once.

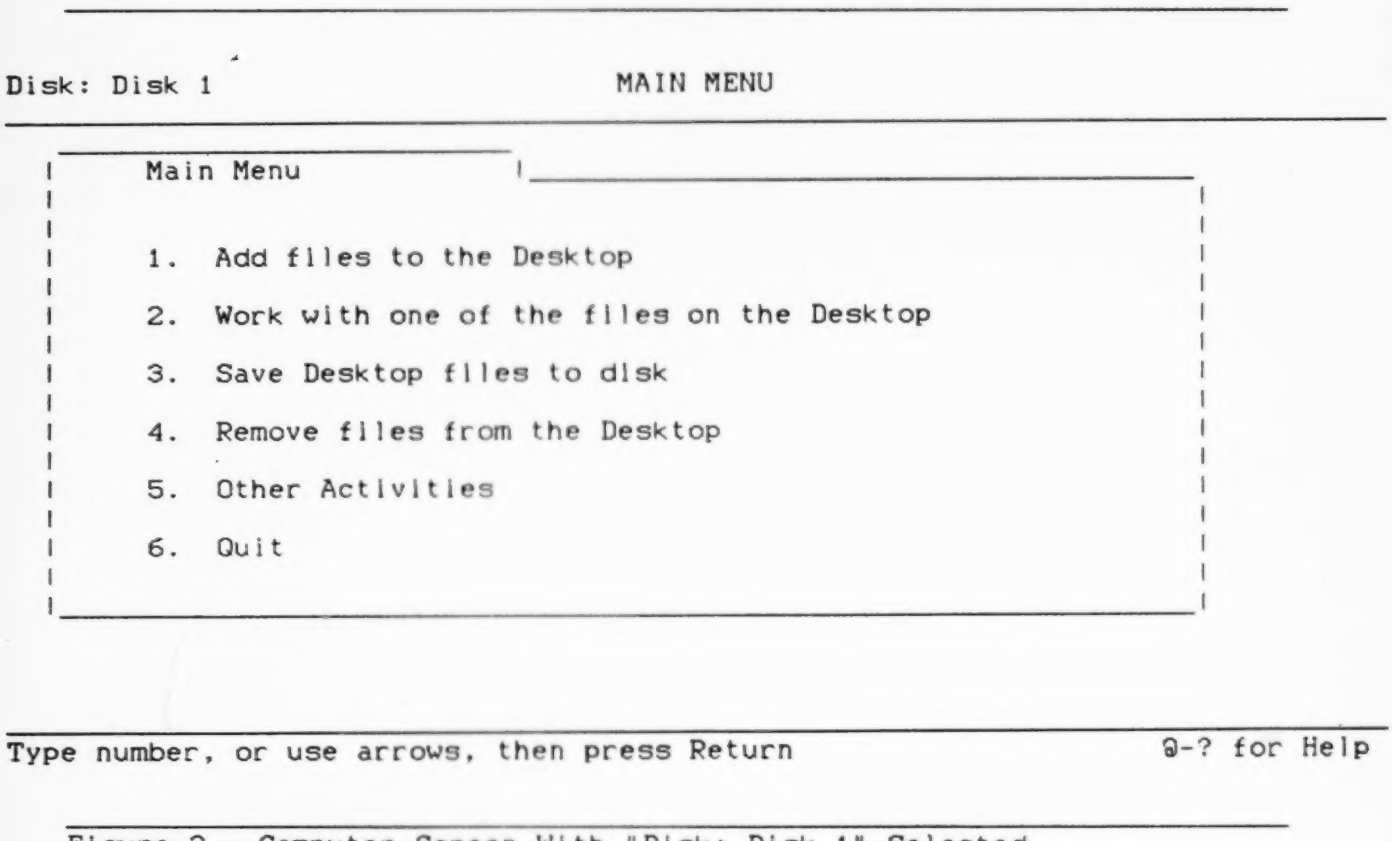
Disk: Disk 1
MAIN MENU
Main Menu
1. Add files to the Desktop
2. Work with one of the files on the Desktop
3. Save Desktop files to disk
4. Remove files from the Desktop
5. Other Activities
6. Quit
Type number, or use arrows, then press Return
@-? for Help

Figure 2. Computer Screen With "Disk: Disk 1" Selected.

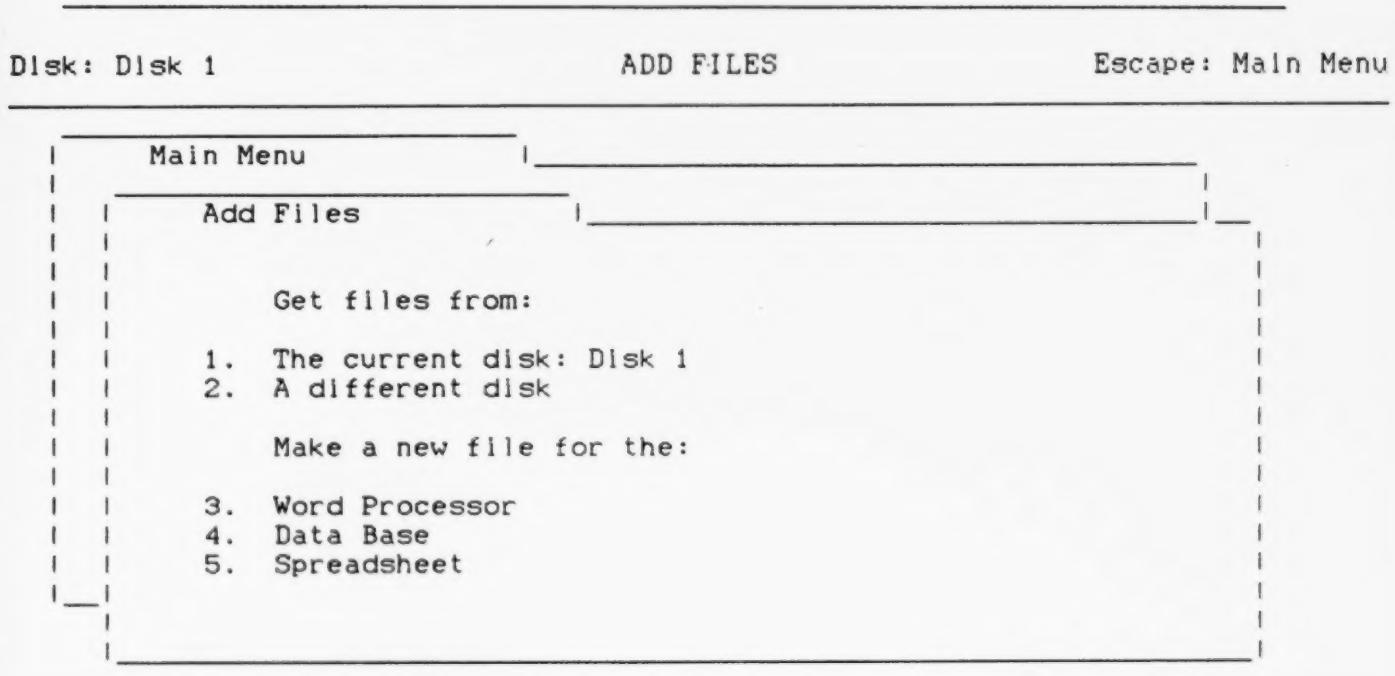

Figure 3. The Screen After Choosing, "Add files to the Desktop" Option From The "Main Menu".

b. Press the RETURN key once. The monitor screen should look like the picture shown in Figure 4.

04. Selecting Disk 2. Select option 2, "Disk 2" as follows:

a. Press the DOWN-ARROW key once.

b. Press the RETURN key once. The screen should have changed following this action so that it appears like the example shown in Figure 5. Note that the numeral "1" in the upper left corner of the screen has changed to "2."

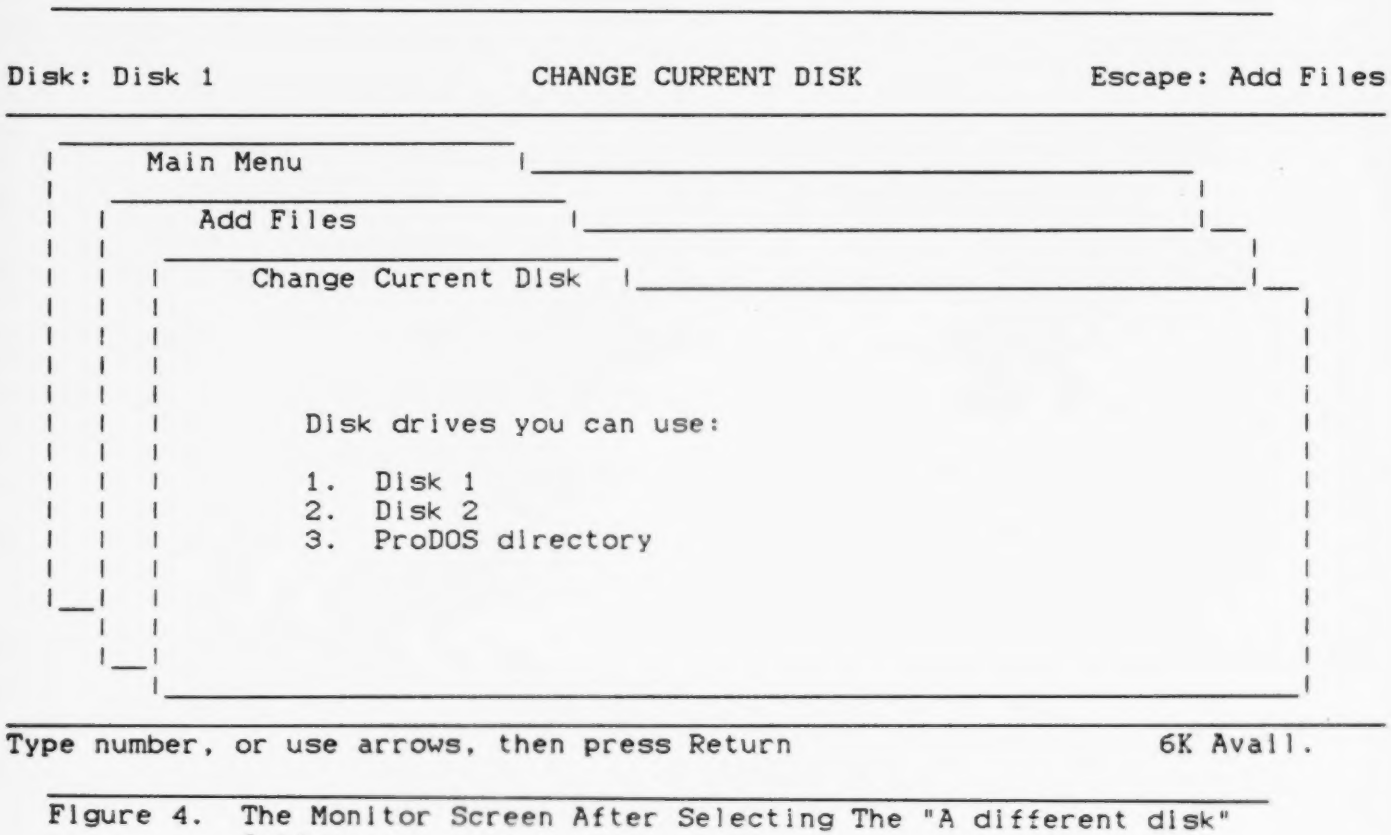

Figure 4. The Monitor Screen After Selecting The "A different disk" Option.

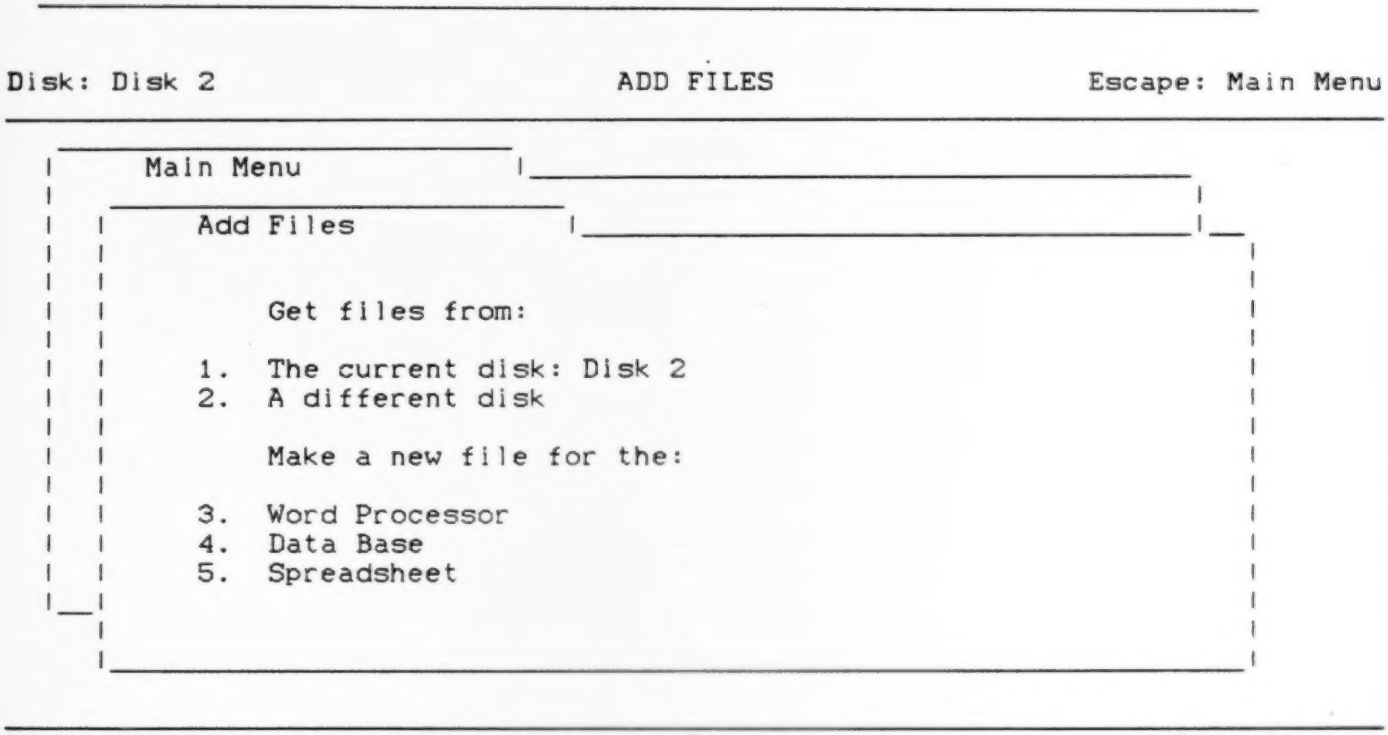

Figure 5. The Monitor Screen After Selecting Disk #2.

05. Returning To The Main Menu. Press the ESC once (see Figure 6).

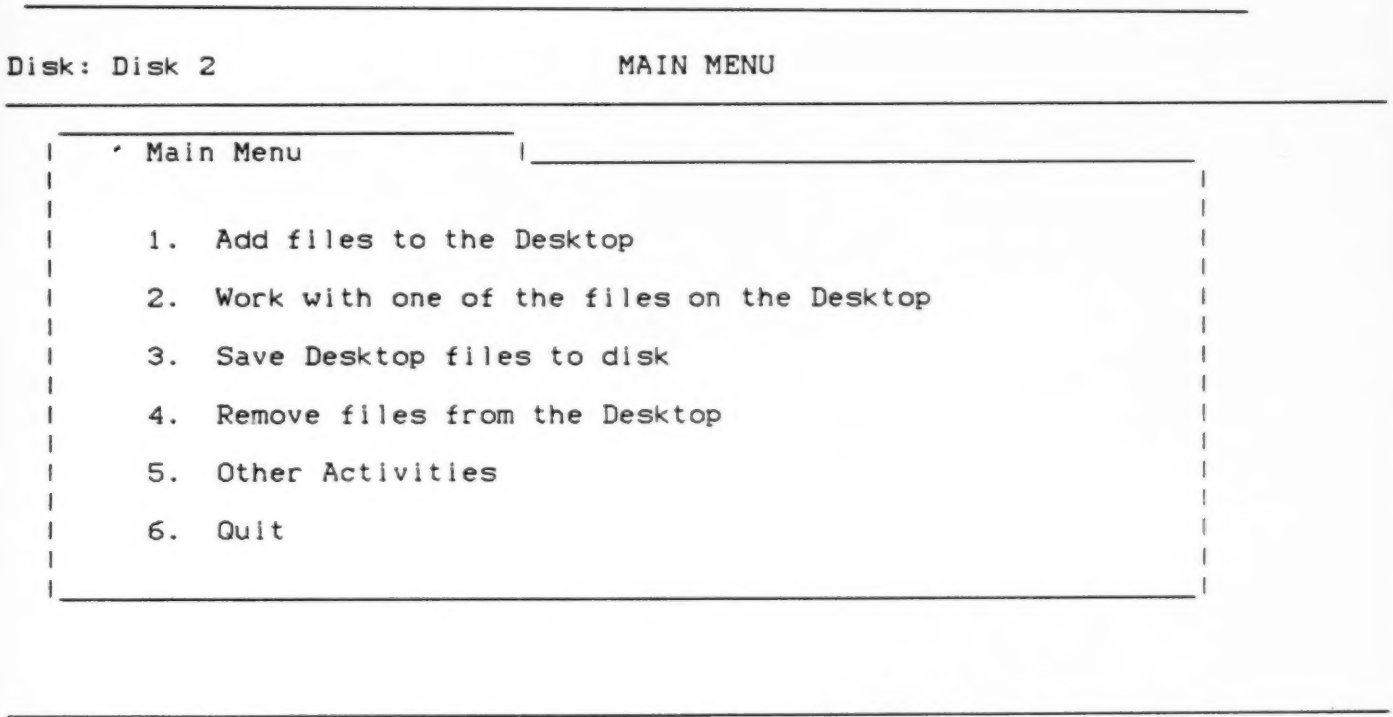
Disk: Disk 2
MAIN MENU
Main Menu
1. Add files to the Desktop
2. Work with one of the files on the Desktop
3. Save Desktop files to disk
4. Remove files from the Desktop
5. Other Activities
6. Quit
Type number, or use arrows, then press Return
@-? for Help

Figure 6. The Main Menu After Disk 2 has Been Selected.

06. Selecting Other Activities. Select option #5, "Other Activities" from the "Main Menu." This is accomplished as follows:

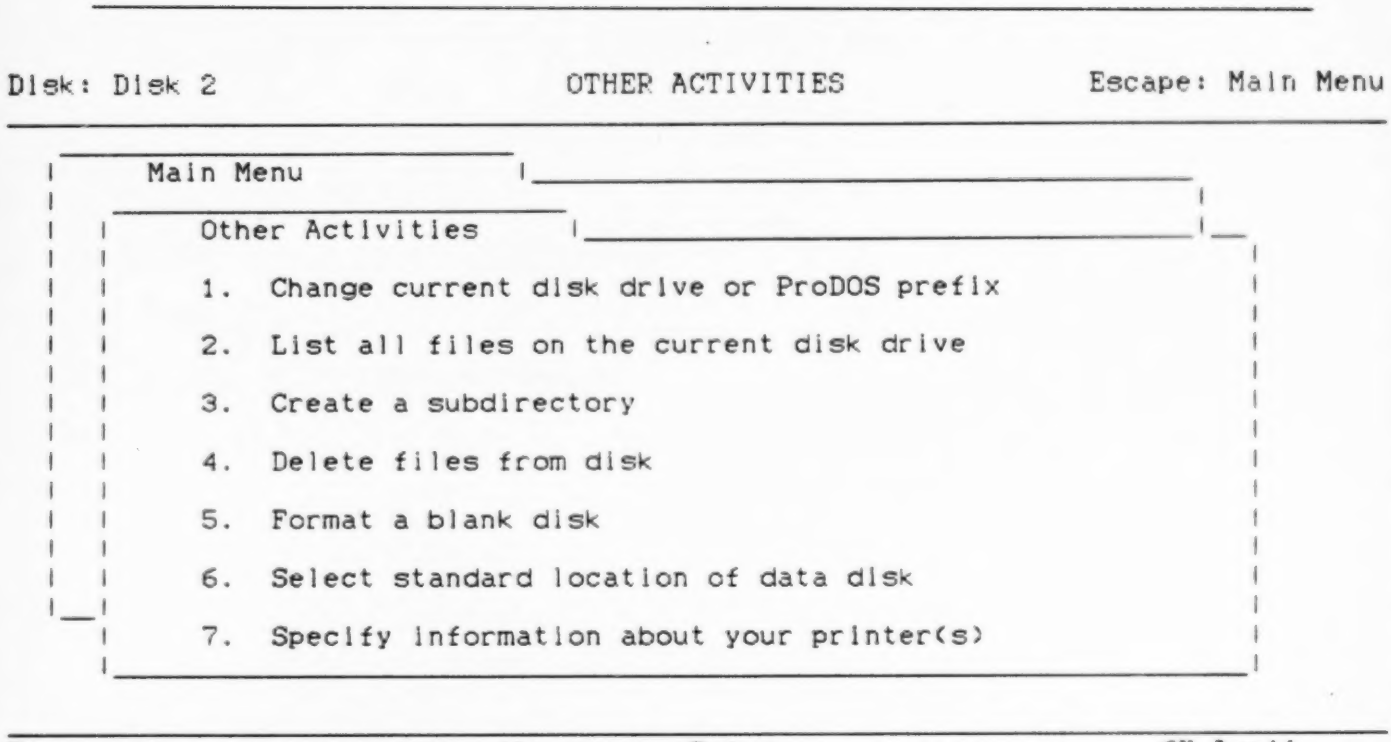
Disk: Disk 2
OTHER ACTIVITIES
Escape: Main Menu
Main Menu
Other Activities
1. Change current disk drive or ProDOS prefix
2. List all files on the current disk drive
3. Create a subdirectory
4. Delete files from disk
5. Format a blank disk
6. Select standard location of data disk
7. Specify information about your printer(s)
Type number, or use arrows, then press Return
6K Avail.

Figure 7. The Screen After Selecting, the "Other Activities" Option From The "Main Menu."

a. Press the NUMBER-5 key once.

b. Press the RETURN key once. Your screen should look like the picture shown in Figure 7 following this action.

07. Disk Formatting. With the screen appearing as it does in Figure 7 select option #5 as follows:

a. Press the DOWN-ARROW until the "Format a blank disk" option is highlighted.

b. Press the RETURN key once. The picture you see on the screen has changed so that it looks like the one you now see below in Figure 8.

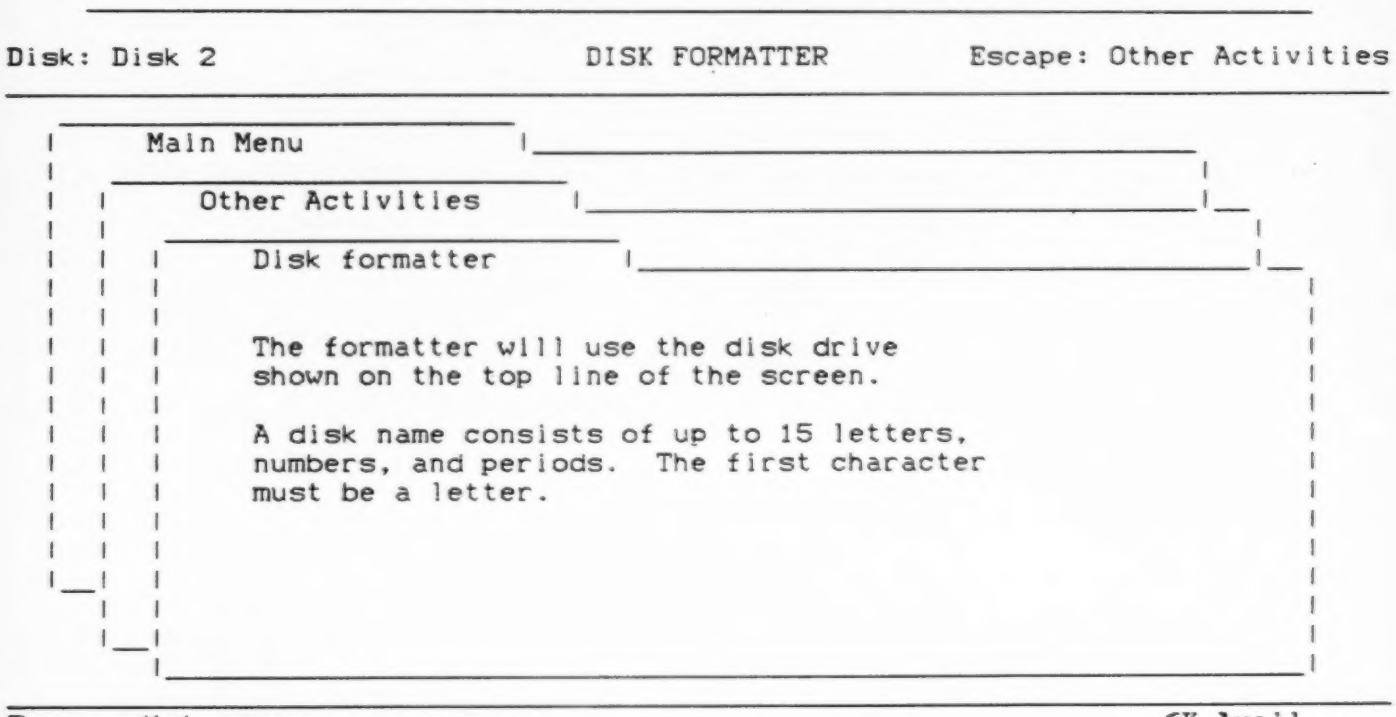
Disk: Disk 2
DISK FORMATTER
Escape: Other Activities
Main Menu
Other Activities
Disk formatter
The formatter will use the disk drive
shown on the top line of the screen.
A disk name consists of up to 15 letters,
numbers, and periods. The first character
must be a letter.
Type a disk name:
6K Avail.

Figure 8. The Screen After Selecting the "Format a blank disk" Option From The "Other Activities" Menu.

08. Volume Naming. Directions in the center of the screen tell you to name the new disk. Type the word "TRAINING." The screen will now be identical to the picture shown in Figure 9.

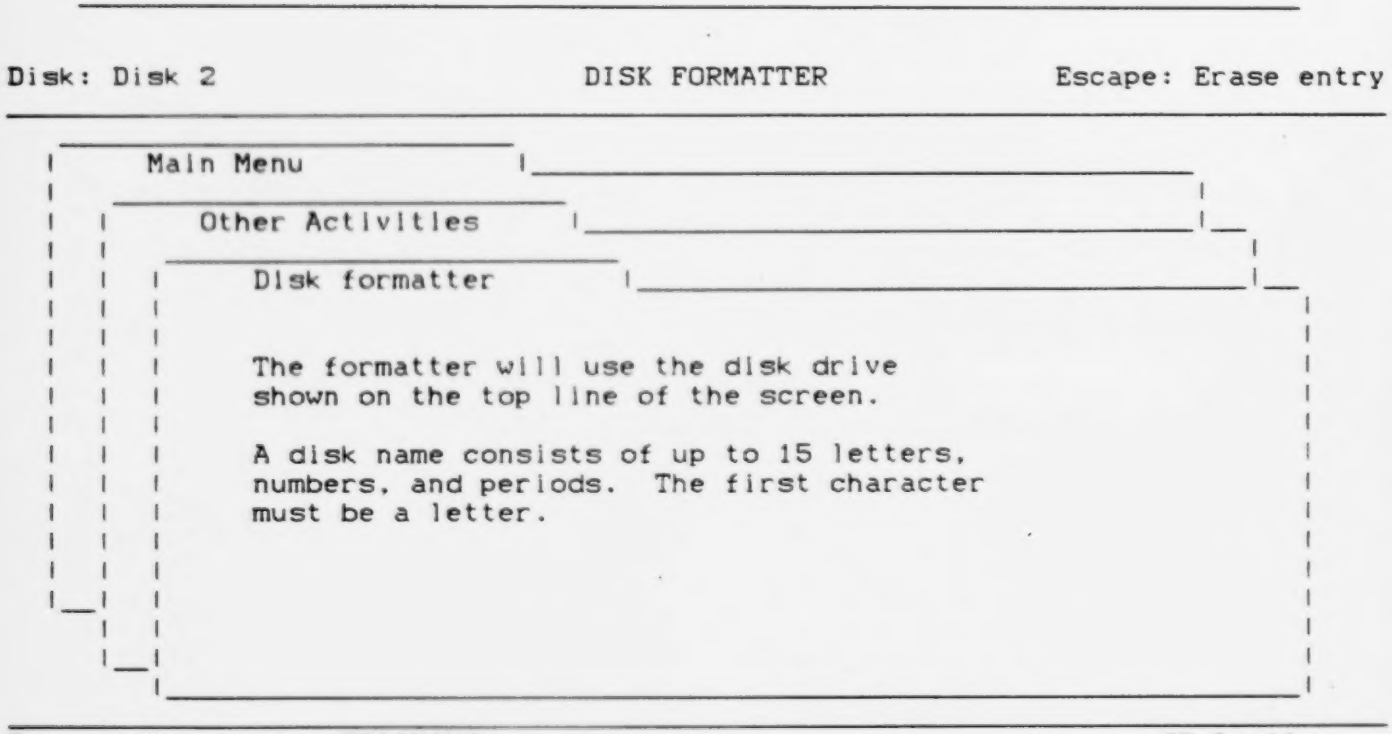
Disk: Disk 2
DISK FORMATTER
Escape: Erase entry
Main Menu
Other Activities
Disk formatter
The formatter will use the disk drive shown on the top line of the screen.
A disk name consists of up to 15 letters, numbers, and periods. The first character must be a letter.
Type a disk name: TRAINING
6K Avail.

Figure 9. The Monitor Screen After Typing The Name Of The New Disk.

09. Entering The Disk Name. Press the RETURN key once. The screen now looks like the example shown in Figure 10.

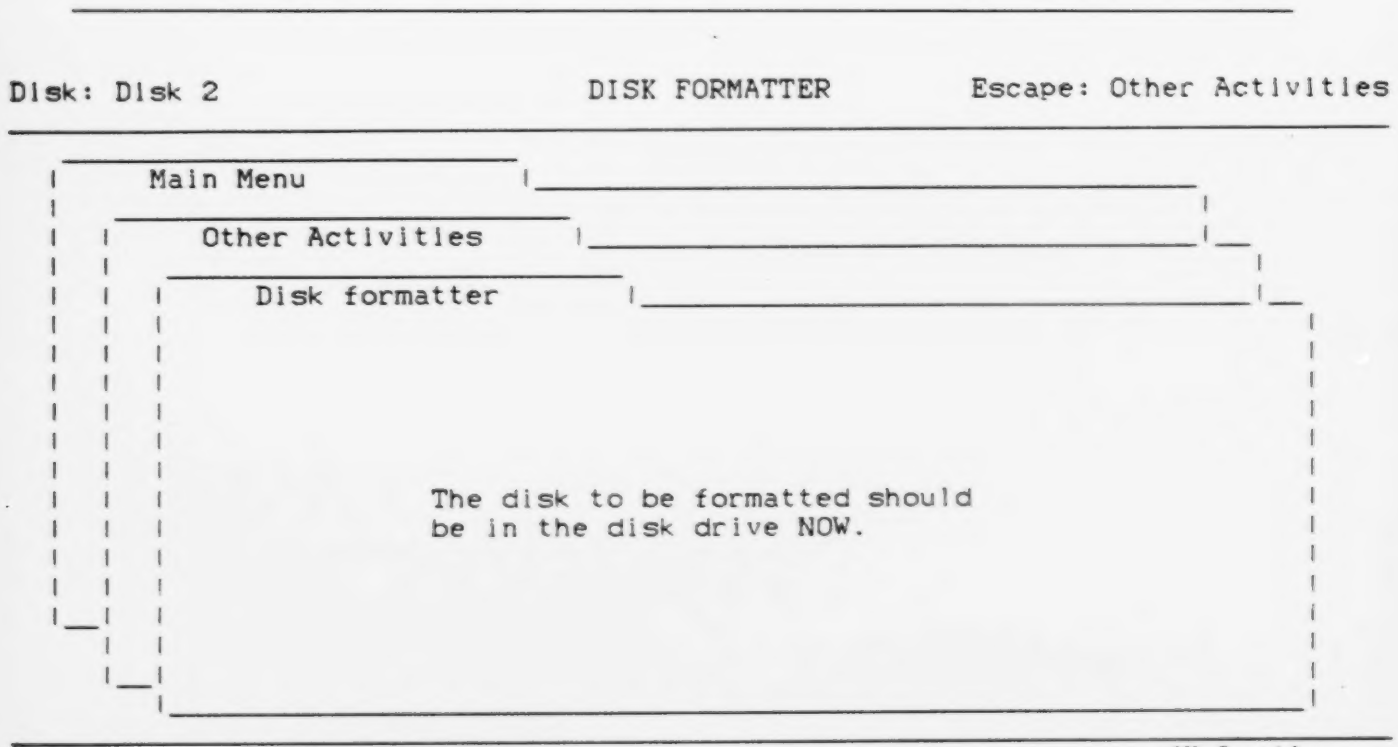

Figure 10. The Monitor After Enter The New Disk Name.

10. Using Slot Or Drive 2. Insert the disk to be formatted in Duodisk drive slot #2 or disk drive #2 (depends upon the drive arrangement).

11. Formatting. Press the SPACE-BAR and watch the screen. When the formatting task is complete, the monitor screen will appear like the example shown in Figure 11.

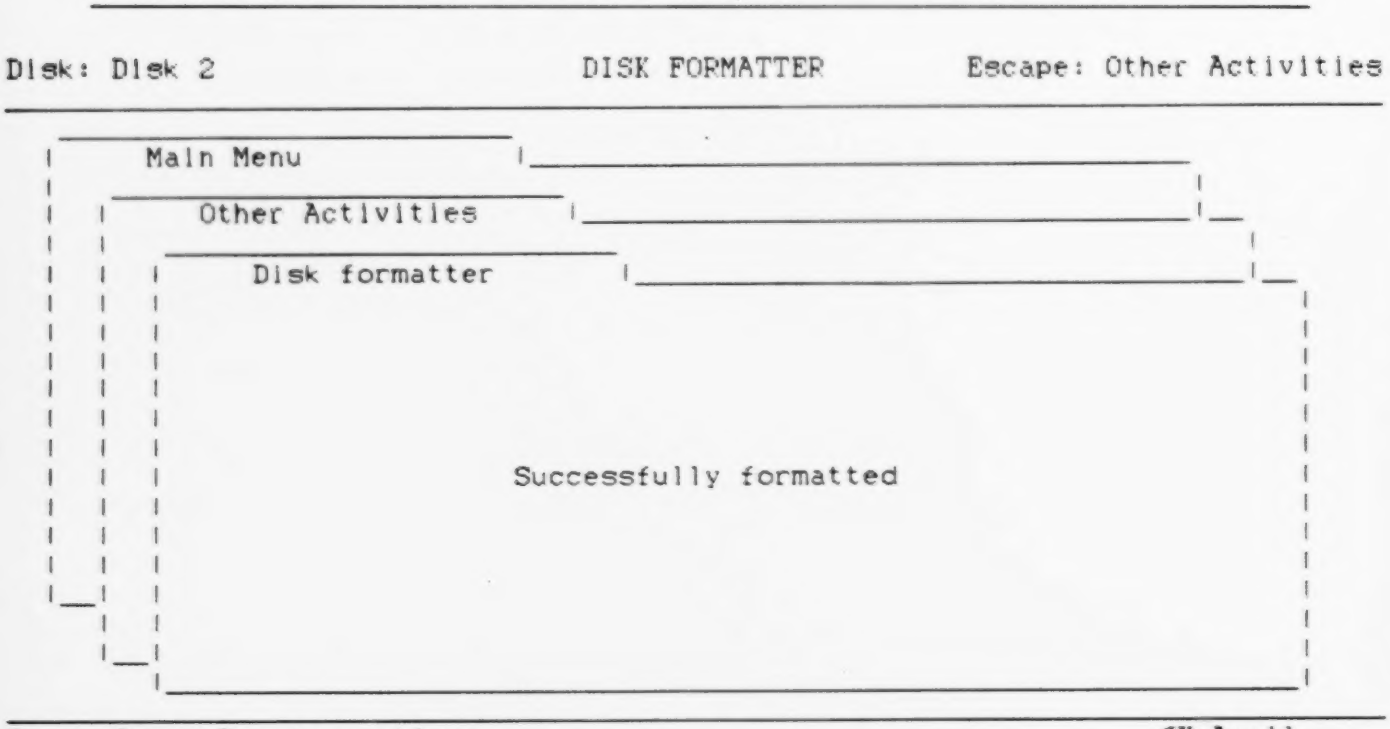

Figure 11. Monitor Screen After The Formatting Task Has Been Completed.

12. Using Screen Directions. Press the SPACE-BAR once. The screen now looks like the example in Figure 12.

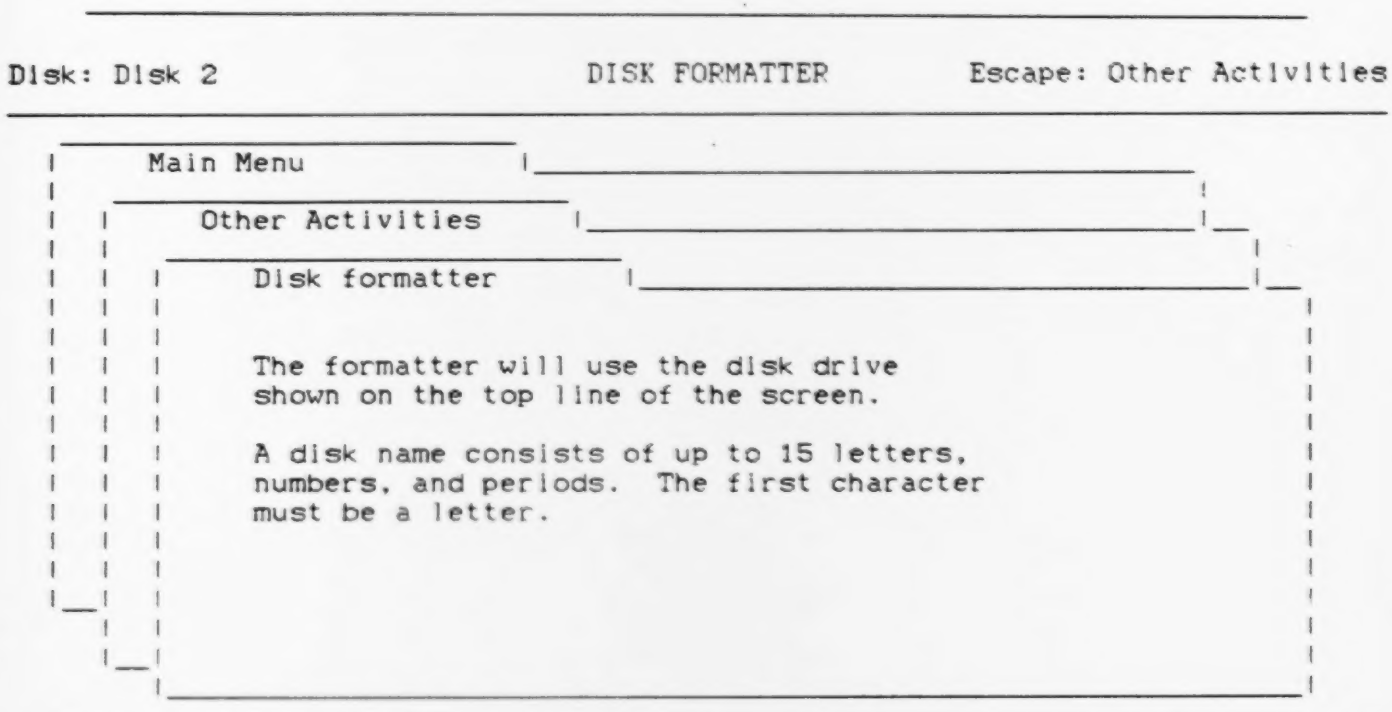
Disk: Disk 2
DISK FORMATTER
Escape: Other Activities
Main Menu
Other Activities
Disk formatter
The formatter will use the disk drive shown on the top line of the screen.
A disk name consists of up to 15 letters, numbers, and periods. The first character must be a letter.
Type a disk name: TRAINING
6K Avail.

Figure 12. Monitor Screen After Exiting The Successfully Formatted Mode.

13. Exiting The Format Option. Press the ESC key once. This action moves the program back to the "Other Activities," menu (see Figure 13).

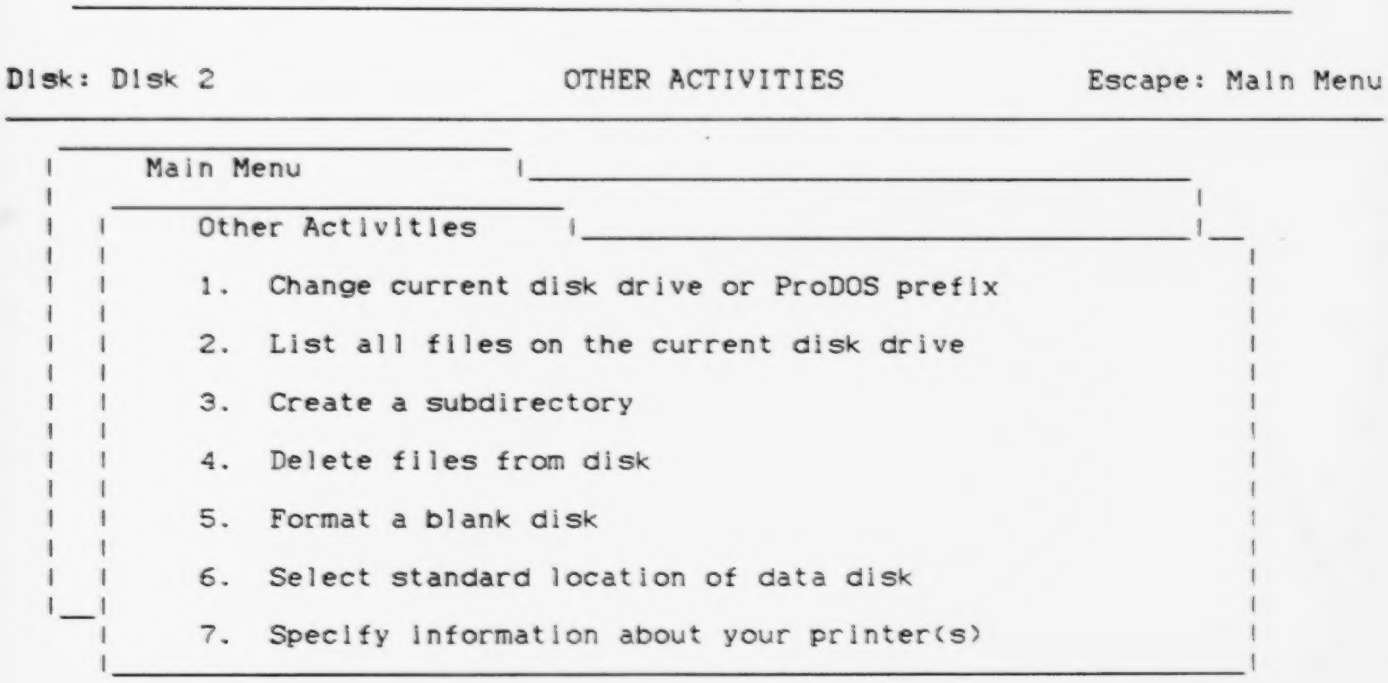
Disk: Disk 2
OTHER ACTIVITIES
Escape: Main Menu
Main Menu
Other Activities
1. Change current disk drive or ProDOS prefix
2. List all files on the current disk drive
3. Create a subdirectory
4. Delete files from disk
5. Format a blank disk
6. Select standard location of data disk
7. Specify information about your printer(s)
Type number, or use arrows, then press Return
6K Avail.

Figure 13. "Other Activities" Menu.

14. Escaping The Other Activities Option. Press the ESC key to return to the "Main Menu" (see Figure 14).

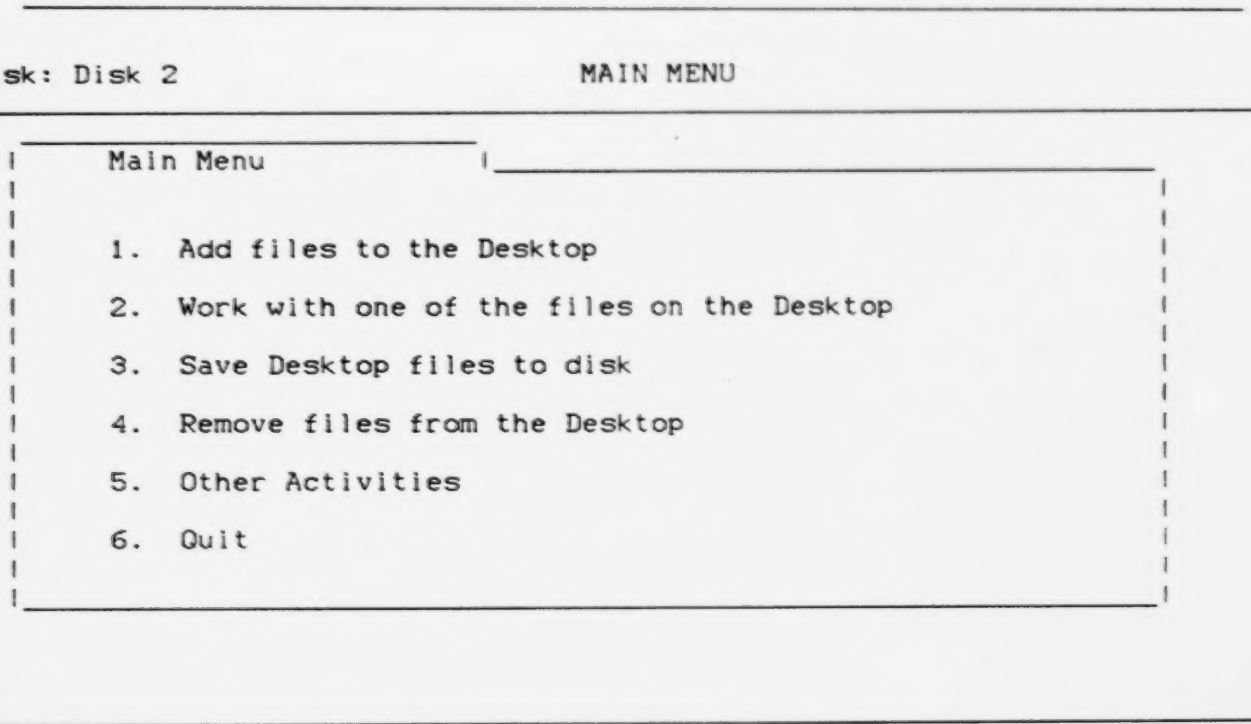
Disk: Disk 2
MAIN MENU
Main Menu
1. Add files to the Desktop
2. Work with one of the files on the Desktop
3. Save Desktop files to disk
4. Remove files from the Desktop
5. Other Activities
6. Quit
Type number, or use arrows, then press Return
?-? for Help

Figure 14. "Main Menu."

15. Information Storage. The disk can now be used for data storage.